



SHIRE OF CARNARVON

AGENDA

ANNUAL GENERAL MEETING OF ELECTORS
FRIDAY 14 APRIL 2023

Council Chambers, Stuart Street
CARNARVON, West Australia
Phone: (08) 9941 0000
Fax: ((08) 9941 1099
Website – www.carnarvon.wa.gov.au

The Shire of Carnarvon acknowledges and respects the Yinggarda (Carnarvon) and Baiyungu (Coral Bay) as the traditional custodians of the lands where we live and work. We pay our respects to Elders, past, present and emerging. The Shire of Carnarvon is committed to honouring the traditional custodians' unique cultural and spiritual relationships to the land, waters and seas and their rich contribution to society. The Shire's commitment to reconciliation is embedded in our Reconciliation Action Plan.

NOTICE OF MEETING

Notice is hereby given

Shire of Carnarvon

Annual General Meeting of Electors

will be held

on Friday 14 April 2023

commencing at 5.30pm

in the Shire Council Chambers,
Stuart Street, Carnarvon

Andrea Selvey
ACTING CHIEF EXECUTIVE OFFICER

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Carnarvon for any act, omission or statement or intimation occurring during Council/Committee Meetings or during formal/informal conversations with Staff or Councillors. The Shire of Carnarvon disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council/Committee Meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or limitation of approval made by a member or officer of the Shire of Carnarvon during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Carnarvon. The Shire of Carnarvon warns that anyone who has an application lodged with the Shire of Carnarvon must obtain and only should rely on WRITTEN CONFIRMATION of the outcome of the application, and any conditions attaching to the decision made by the Shire of Carnarvon in respect of the application.

AGENDA

1.0 ATTENDANCES , APOLOGIES

2.0 CONFIRMATION OF MINUTES

2.1 Annual General Meeting of Electors – 8 November 2022

3.0 PUBLIC QUESTION TIME

4.0 RECEIVING OF THE ANNUAL REPORT

4.1 Annual Report and Financial Statements for the Year Ended 30 June 2021/2022

5.0 GENERAL BUSINESS AS PERMITTED BY THE SHIRE PRESIDENT

6.0 CLOSURE

File No:	ADM0171
Date of Meeting:	14 April 2023
Location/Address:	Shire of Carnarvon
Name of Applicant:	N/A
Name of Owner:	Shire of Carnarvon
Author/s:	Andrea Selvey, Chief Executive Officer
Declaration of Interest:	Nil
Previous Reports:	Annual Report
Schedules:	Schedule 4.1 – Previous AGM Minutes

Authority / Discretion

	Advocacy	When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
	Executive	The substantial direction setting and oversight role of the Council. E.g., adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
	Legislative	Includes adopting local laws, town planning schemes and policies.
	Quasi-Judicial	When Council determines an application / matter that directly affects a person's right and interest. The judicial character arises from the obligations to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licenses, applications for other permits / licenses.
	Information	Includes items provided to Council for information purposes only that do not require a decision of Council (i.e. – for noting).

Summary of Item:

The Electors of the Shire of Carnarvon are requested to receive:

- The Report of the Shire President for the year ended 30 June 2022;
- The Report of the CEO for the year ended 30 June 2022;
- The Annual Report and Financial Statements for the year ended 30 June 2022; and
- The Auditors Report for the Financial Statements for the year ended 30 June 2022.

These reports are contained within one document titled the 2021/2022 Annual Report made available on the Shire's website, at the Administration Office and at the Carnarvon Library.

Background:

The Annual Financial Report for the year ending 30 June 2022 was submitted in draft to the Shire Auditor, audited, and subsequently adopted by Council as part of the Shire of Carnarvon Annual Report 2022 at the Ordinary Meeting of Council held on 28 March 2023.

Stakeholder and Public Consultation:

N/A

Statutory Environment:

Local Government Act 1995

Relevant Plans and Policy:

Nil

Financial Implications:

Nil

Risk Assessment:

		STEP 3 – Risk Tolerance Chart Used to Determine Risk				
Consequence		Insignificant 1	Minor 2	Major 3	Critical 4	Extreme 5
Likelihood						
Almost certain	A	High	High	Extreme	Extreme	Extreme
Likely	B	Moderate	High	High	Extreme	Extreme
Possible	C	Low	Moderate	High	Extreme	Extreme
Unlikely	D	Low	Low	Moderate	High	Extreme
Rare	E	Low	Low	Moderate	High	High

Risk Category	Description	Rating (Consequence x likelihood)	Mitigating Action/s
Financial	N/A	N/A	
Health & Safety	N/A	N/A	
Reputation	N/A	N/A	
Service disruption	N/A	N/A	
Compliance	N/A	N/A	
Property	N/A	N/A	
Environment	N/A	N/A	
Fraud	N/A	N/A	

Community & Strategic Objectives:

This item contributes to overall achievement of multiple the Objectives in the Community Strategic Plan through the building of trust by effective and competent Shire operations in the community’s interest.

OFFICER’S RECOMMENDATION

That the Shire of Carnarvon Annual Report for the year ended 30 June 2022 incorporating the Shire President’s Report, CEO’s Report, 2021/2022 Financial Statements and Auditors Report, as adopted by Council at the Ordinary Meeting of Council on 28 March 2023, be received by the Electors of the Shire of Carnarvon.



SHIRE OF CARNARVON

MINUTES

ANNUAL ELECTORS GENERAL MEETING

TUESDAY 8 NOVEMBER 2022

CONFIRMATION OF MINUTES

These minutes were confirmed at the AEGM held on

.....

as a true and accurate record

.....

Chairman

Council Chambers, Stuart Street

CARNARVON, West Australia

Phone: (08) 9941 0000

Fax: ((08) 9941 1099

Website – www.carnarvon.wa.gov.au

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To be noted that, in accordance with Regulation 11 of the Local Government (Administration) Regulations 1996, the minutes of the Council Meeting are a record of the decisions of the Council, any additional officers' advice, and explanatory notes as required. The minutes contain a summary of questions asked by members of the public and the answers given. The minutes are not a transcript of the proceedings of the meetings.

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2.1 Minutes of the AGM held on 16 June 2021

3.0 PUBLIC QUESTION TIME

4.0 RECEIVING OF THE ANNUAL REPORT

4.1 Annual Report and Financial Statements for the Year Ended 30 June 2021

5.0 GENERAL BUSINESS AS PERMITTED BY THE SHIRE PRESIDENT

6.0 CLOSURE



MINUTES OF THE ANNUAL ELECTORS GENERAL MEETING HELD IN THE COUNCIL CHAMBERS, STUART STREET, CARNARVON ON TUESDAY 8 NOVEMBER 2022

The meeting was declared open at 12.00pm

1.0 ATTENDANCES AND APOLOGIES

Cr E Smith	Shire President
Cr L Vandeleur.....	Councillor, Town Ward
Cr A Fullarton	Councillor, Town Ward
Cr M Ferreirinha.....	Councillor, Plantation Ward
Cr T Langley.....	Councillor, Town Ward
Mrs A Selvey.....	Chief Executive Officer
Mrs D Hill	Senior Executive Officer
Observers	2
Apologies	Cr B Maslen; Cr L Skender; Cr A Cottrell

2.0 CONFIRMATION OF MINUTES

AEGM 1/11/22

COUNCIL RESOLUTION

Cr Vandeleur/Cr Fullarton

That the minutes of the Annual General Meeting of Electors held on 16 June 2021 be confirmed as a true record of proceedings.

CARRIED

F5/A0

3.0 RECEIVING OF THE ANNUAL REPORT

3.1 ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2021

File No:	ADM0171
Date of Meeting:	8 November 2022
Location/Address:	Shire of Carnarvon
Name of Applicant:	N/A
Name of Owner:	Shire of Carnarvon
Author/s:	Andrea Selvey, Chief Executive Officer
Declaration of Interest:	Nil
Previous Reports:	Annual Report
Schedules:	Schedule 3.1 – Previous AGM Minutes

Authority / Discretion

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These reports are contained within one document titled the 2020/2021 Annual Report made available on the Shire's website, at the Administration Office and at the Carnarvon Library.

Background:

The Annual Financial Report for the year ending 30 June 2021 was submitted in draft to the Shire Auditor, reviewed and subsequently adopted by Council as part of the Shire of Carnarvon Annual Report 2021 at the Special Meeting of Council held on 14 October 2022.

Stakeholder and Public Consultation:

N/A

Statutory Environment:

Local Government Act 1995

Relevant Plans and Policy:

Nil

Financial Implications:

Nil

Risk Assessment:

		STEP 3 – Risk Tolerance Chart Used to Determine Risk				
Consequence		Insignificant 1	Minor 2	Major 3	Critical 4	Extreme 5
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Unlikely	D	Low	Low	Moderate	High	Extreme
Rare	E	Low	Low	Moderate	High	High

Risk Category	Description	Rating (Consequence x likelihood)	Mitigating Action/s
Financial	N/A	N/A	
Health & Safety	N/A	N/A	
Reputation	The delay in calling an Electors' General Meeting (Annual Electors' Meeting) has the potential to raise concerns about the Shire's financial management and cause reputational damage.	Moderate	Open and transparent reporting of the reason for the delay in the Annual Report which is made publicly available.
Service disruption	N/A	N/A	
Compliance	N/A	N/A	
Property	N/A	N/A	
Environment	N/A	N/A	
Fraud	N/A	N/A	

Community & Strategic Objectives:

This item contributes to overall achievement of multiple the Objectives in the Community Strategic Plan through the building of trust by effective and competent Shire operations in the community's interest.

OFFICER'S RECOMMENDATION

That the Shire of Carnarvon Annual Report for the year ended 30 June 2021 incorporating the Shire President's Report, CEO's Report, 2020/2021 Financial Statements and Auditors Report, as adopted by Council at the Special Meeting of Council on 14 October 2022, be received by the Electors of the Shire of Carnarvon.

AEGM 2/11/22

COUNCIL RESOLUTION

Cr Vandeleur/Cr Ferreirinha

That the Shire of Carnarvon Annual Report for the year ended 30 June 2021 incorporating the Shire President's Report, CEO's Report, 2020/2021 Financial Statements and Auditors Report, as adopted by Council at the Special Meeting of Council on 14 October 2022, be received by the Electors of the Shire of Carnarvon.

CARRIED

F5/AO

4.0 PUBLIC QUESTION TIME

Nil

5.0 GENERAL BUSINESS AS PERMITTED BY THE SHIRE PRESIDENT

Mr Keith Deimel asked that he be permitted to speak with the Shire President agreeing to his request and asking questions.

Question 1 – In the audit it shows that Council's income is \$17m however it also states that Council's expenditure is \$21m – where is the shortfall coming from?

Answer- CEO Mrs Andrea Selvey advised that a full explanation will be provided in a letter.

Statement 1 – Council has a 60% staff turnover which is of serious concern and cannot be productive for Council. You have 70 people employed with most of the work relative to the town being conducted by Council. The Council are currently conducting all the work where in fact the Council should be managing.

Question 2 – With the Horizon Power works currently happening next to our property this is causing us great disturbance with noise and activity. They have also cut down the trees on the verge both at the front of the Horizon Power premises and some in front of our premises. When asked who said they could cut down the trees they said the Shire gave permission. Is this in fact true?

Answer – CEO Mrs Andrea Selvey advised that this would be investigated and a response to Mr Deimel will be provided in due course.

Mr Deimel also went on to discuss the drainage situation across the road near the old Beaurepaires building and that water backs up with heavy rain because the drains have not been maintained by Council for many years. These issues need to be fixed and this is not the only area in town with drainage issues.

Answer – The President addressed Mr Deimel and advised that the Council is acutely aware of the problems Carnarvon faces with many of these issues having been inherited by this Council from the previous Council. This Council is working hard to improve the amenity of Carnarvon and the issues we are facing and am proud of what this Council has achieved through adversity, particularly during the COVID years and the struggles that Council and the community faced. This Council works together and through all these

The Shire President, in closing wished to acknowledge the Council and staff for all their efforts and commitment over the past 2 years and am very confident that the Council is moving forward.

6.0 CLOSURE:

The Chairman declared the meeting closed at 12.24pm